

## **Students**

### **International Student Exchange**

#### **Definitions**

For the purpose of this procedure, an international exchange student is defined as a student who has been issued a J-1 or F-1 visa in order to enroll in a school in the district. An international exchange organization is an organization registered with the Secretary of State's office in Washington State.

#### **Number of International Exchange Students**

The district determines the number of international exchange students for placement in each school based on the capacity of the school to integrate the international students in a way that is beneficial for all. The district strives to find an acceptable number that recognizes the needs of schools and opportunities provided by exchange programs.

A sponsoring organization may place a maximum of two (2) exchange students in any one school per year. This requirement does not preclude groups of students from making short term visitations as part of cultural or other exchanges. The maximum number of exchange students that will be accepted at a high school in one year will be eight (8).

#### **Selection of International Exchange Organizations**

- A. The district will only accept students from international exchange organizations registered with the Office of the Secretary of State of Washington State. (A list of such organizations is available on the website of the Office of Superintendent of Public Instruction at [www.k12.wa.us](http://www.k12.wa.us)).
- B. The district reserves the right to work with international exchange organizations that have proved their commitment to high standards and responsiveness to student and district needs.

#### **Timing of Placement Process**

- A. An international exchange organization wishing to enroll an international exchange student in the district will submit a request which provides a complete program description, including the name, address, and telephone number of the local representative. The Snohomish School District must receive the application by May 1 for students planning to begin school during first semester the following fall or by October 1 for students planning to begin school for second semester.
- B. Each request will be reviewed by the appropriate building principal. Notification of approval or denial will be issued in writing to the program representative in a timely

manner, but no later than June 1 for first-semester enrollment or November 1 for second-semester enrollment.

- C. The district may, at its discretion, choose to accommodate a late applicant because federal J-1 Visa regulations permit the placement of exchange students up to August 31 of each year.

### **District Expectations of International Exchange Organizations**

Each international exchange organization must:

#### **A. For the District:**

1. Each year obtain written school enrollment authorization for student placements before confirming a placement with a host family. The decision as to which grade level is most appropriate and which classes are to be taken resides entirely with the principal of the host school;
2. Follow district policy on placement timing and requirements;
3. Maintain a qualified and trained local representative with responsibility for each student including ongoing communication with the school and responding to school needs;
4. Provide the name, address, and telephone number of the local program representative who will provide emergency, advisory and liaison services to the district. If this information changes during the year, the host school will be notified immediately;
5. Notify the district as soon as student and host family match-ups are confirmed and provide the name, address and telephone number of the student's host family to the district; and
6. Forward the student's cumulative records, indicating courses studied, grades received and attendance records prior to the approval for admission. The cumulative records will include transcripts and student academic records in English.

#### **B. For the Host Family**

1. A student placement agreement must be established between the district and host family before exchange students leave their home country.
2. Personally interview and screen all potential host families, matching student and family interest and personalities; and

3. Maintain ongoing contact with the host family and student.

C. For the Student:

1. Screen and place exchange students based on their academic interests and abilities and not knowingly place exchange student based solely on their athletic abilities;
2. Prepare exchange student, including providing an orientation to the U.S., Washington state, and the school and academic expectations.
3. Ensure that the student will receive adequate financial support for the duration of the student's stay in the district;
4. Ensure that the student have medical and accident insurance that meets or exceed the U.S. Department of State guidelines;
5. Ensure that exchange students arrive in their host homes and school placements by the first day of classes;
6. Monitor student progress during the school year and respond to issues or problems as they develop;
7. Provide any necessary student tutorial help and support services. In the event that the tutoring/ESL or special accommodations are needed, the organization must make arrangement and accept financial responsibility for such services; and
8. Sponsors will pay for the student activity costs and/or fees as required by the district.

**School Expectations for International Exchange Students**

It is the responsibility of the international exchange organization to ensure that the international exchange student is fully aware of the expectations of the school that has accepted placement of that student.

Each international exchange student must:

- A. Be qualified to participate in regular classes and maintain a typical schedule. This means the student must have an acceptable level of proficiency in the English language, a commitment to treat coursework as important, and the social skills to enjoy participation in social and extra-curricular activities;
- B. Understand that eligibility of international exchange students to participate in extra-curricular athletics, music, forensics, and other such activities may be limited and is determined by the rules and regulations of the Washington Interscholastic Activities

Association. The decision as to which students are selected for an athletic team or activity resides entirely with the coach or advisor;

- C. Attain passing grades by the end of the first semester. In general, students will be evaluated the same academically (grades A, B, C, D, F) as domestic students. In some situations, teachers may use "S" and "U" grades;
- D. Follow all school policies, procedures, rules of conduct and attendance requirements as regular students, as well as federal regulations related to the visa. Failure to comply with accepted standards may result in termination of the exchange;
- E. Pay all normal expenses, including standard course and extra-curricular activity fees;
- F. Present required paperwork including visa information, medical records, transcripts, and host family information to the school staff member designated to coordinate the international exchange program;
- G. Students must be less than 19 years of age on the initial date of their attendance and must not have graduated from high school in their home country.
- H. Understand that enrollment eligibility for international exchange students in public schools is for one school year only.
- I. Students wishing to pursue a Snohomish School District diploma must:
  - 1. Have senior status approved by the principal or designee at the time of enrollment and successfully complete a course of study indicative of one-year worth of appropriate credits, including successful completion of specific courses required by Washington State law;
  - 2. Meet district and state graduation requirement in order to be eligible to receive a high school diploma. Each international exchange student must also understand that it is not the purpose of the international exchange experience to enable international exchange students to receive a Washington state high school diploma. Therefore, international exchange students will not be included in any class ranking lists, nor will a GPA be computed for them;
  - 3. Complete all non-credit graduation requirements (including community service) and
  - 4. The district will determine whether it is appropriate for the student to participate in graduation ceremonies or to receive a high school diploma.

Students who do not meet these requirements or do not wish to receive a diploma will be permitted to participate in all senior activities.

### **School Responsibilities**

- A. Schools are expected to provide international exchange students with all rights and privileges accorded to resident students except the right to a diploma; and
- B. The school will make every effort to integrate international exchange students into the school's social fabric. In turn, schools will encourage international exchange students to participate in school activities, make friends, to make a personal contribution to the school.

Classification: Discretionary

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